



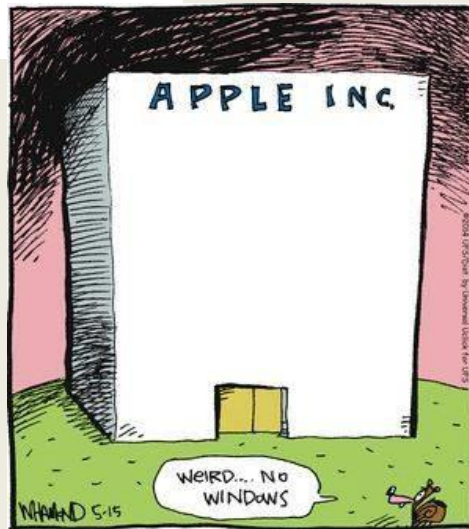
**Bob Francis**

**What: iPad Workshop**

**When: Tuesday, Jan 9**

**Where: Computer Lab**

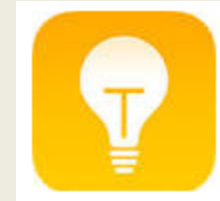
**Times: 3pm to 4pm**



# iPad

**ios 11**

## Tips Icon

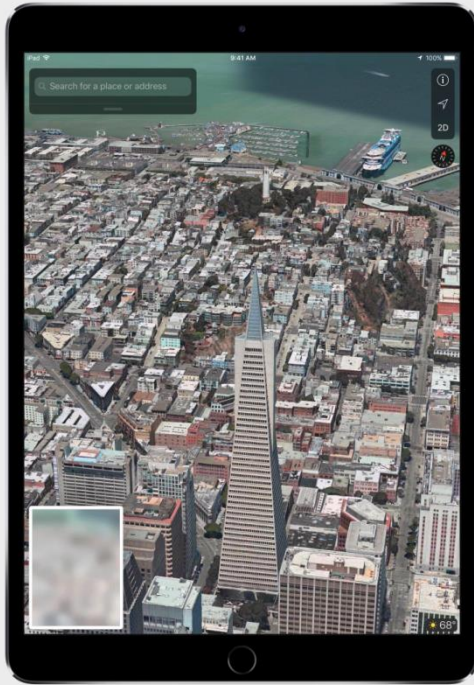


**10 Tips**

**Everyday Essentials  
Must know Features**

**Bring your iPad  
fully charged  
to follow along**

**Computer Club members \*\*\*\*\* Join for \$15 a Family**



11

## Take a screenshot

Press the Home and Sleep/Wake buttons at the same time. The picture is saved to the Screenshots album in Photos.

# Everyday Essentials

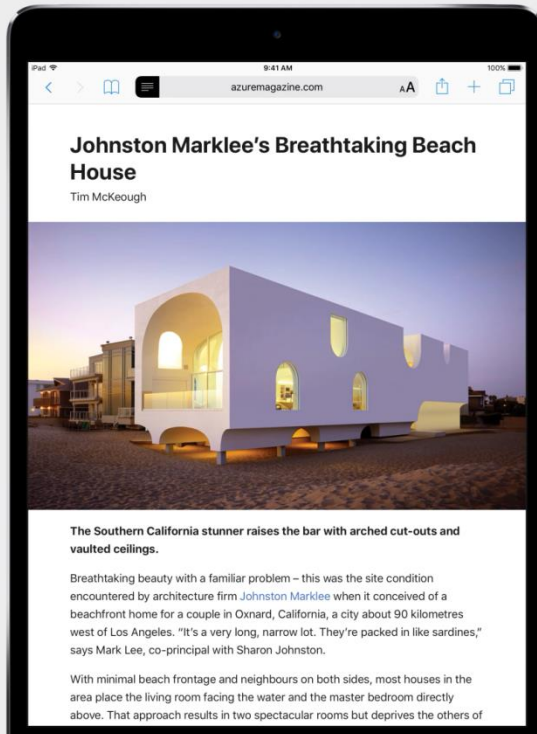
## Why Screenshot?

1. Forms that you fill out before submit.
2. Web page screen shots.
3. App screen shot
4. Documentation with pictures

## To try...

1. Tap Safari
2. Open Google search
3. Type in search box "clipart hearts"
4. Tap hearts and flowers
5. Take a screen shot
6. Check the Photos icon



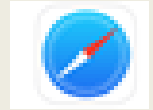


## Remove webpage clutter

Reader in Safari makes articles easier to read. When you see ☰ in the search field, tap it to see just the text and photos — without ads.

## Easy Reading without Ads

1. Open Safari browser




2. Type webmd.com

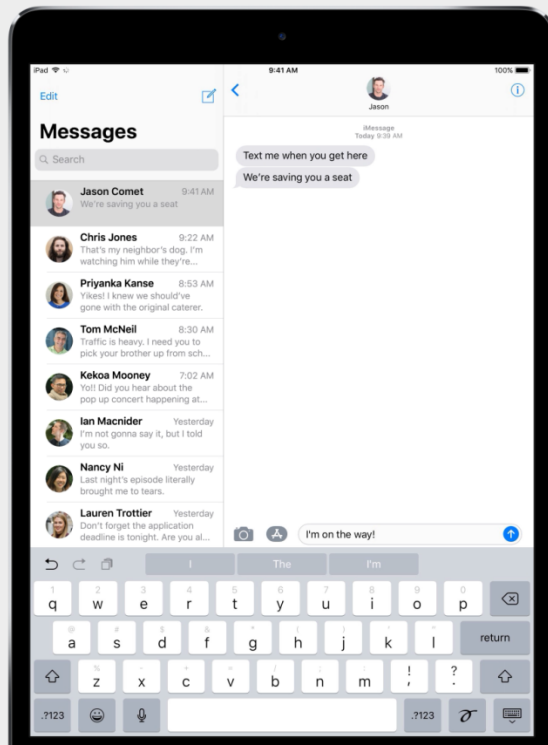
3. Select a story

4. Look for This  icon


5. Tap it for just text & photos no ads.

The web page will change to a reading page with no ads. Notice the changed view in the web page.

Tap  icon again and page goes back to original view.



## Talk instead of type

Tap  on the keyboard and speak your words (including punctuation). When you're finished, tap anywhere in the gray area.

## Speak to your device

1. Tap the message app icon



2. Enter an apple ID (yours)

3. Tap  to speak in message app

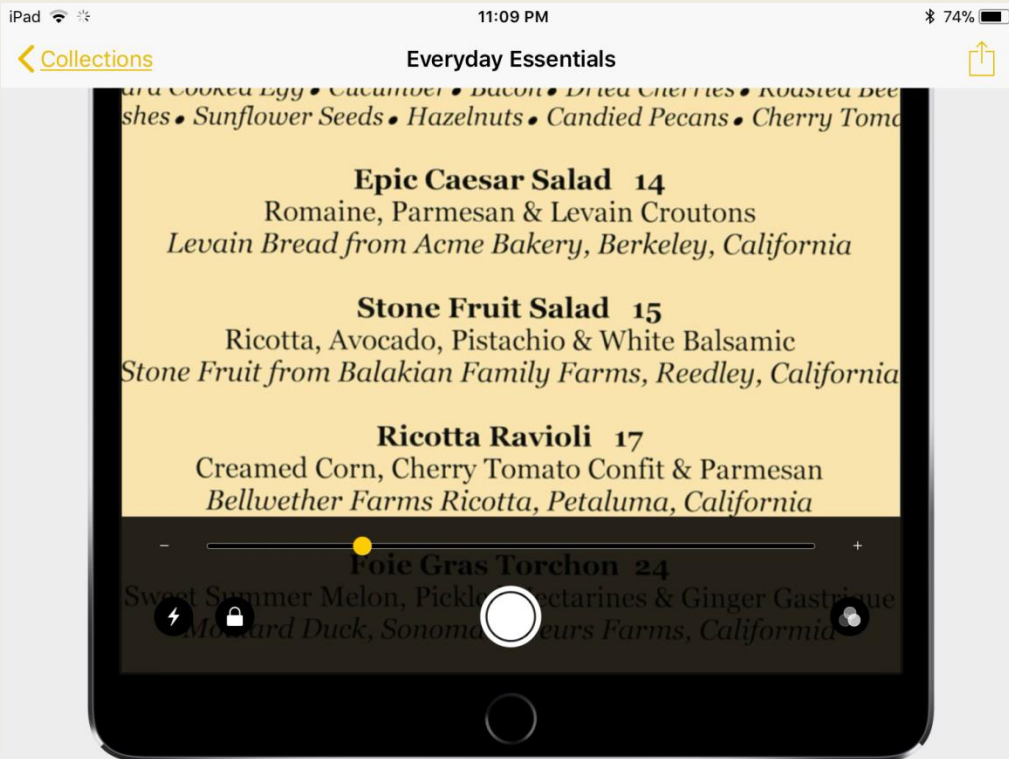
4. You can send a voice file or convert speech to text

## SIRI


Tap the Home button from the home screen

Tap Home button for 1 second to ask Siri a question.

Say "What is the weather"




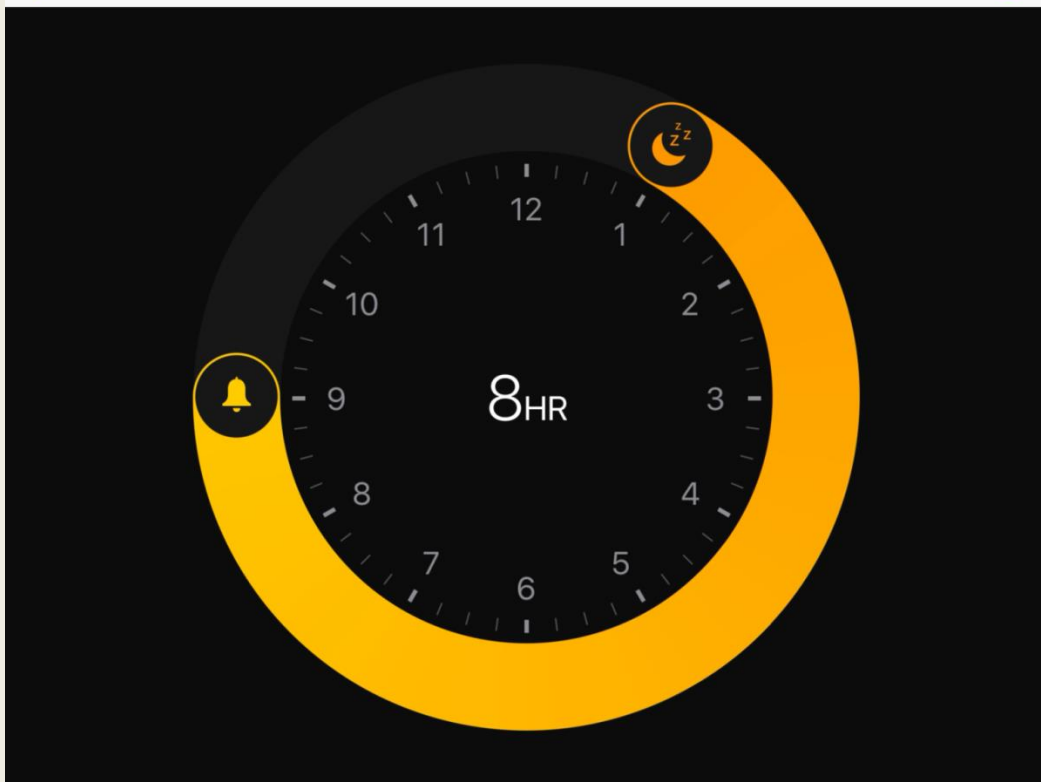
## Magnify

1. Tap Settings  icon
2. Tap General
3. Tap Accessibility
4. Turn on Magnifier
5. Triple click the Home button to use camera to zoom in

\*\*\* NOT easy to triple click \*\*\*

## Magnify the fine print

Go to Settings > General > Accessibility and turn on Magnifier. Then triple-click the Home button to use the camera to zoom in on small details. Tap  to enhance the image. Tap the shutter to freeze it.



## Sleep like clockwork with Bedtime

Set a regular time for going to bed and waking up. See how long you're leaving for sleep, get a reminder when it's time for bed, and wake to pleasant sounds.

## Bedtime

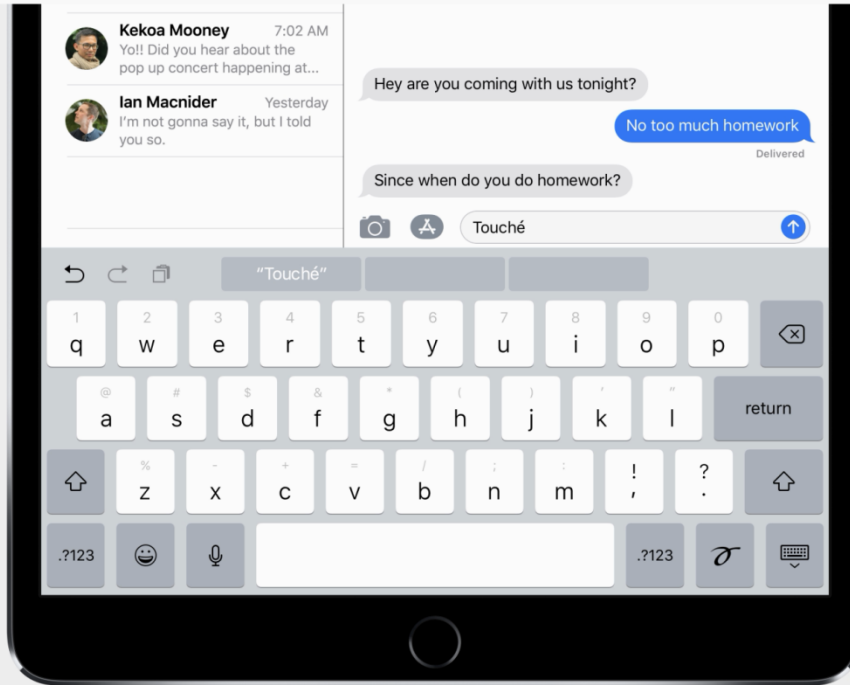
1. Tap Clock




icon

2. Tap Bedtime icon

3. Set times



## FONTS

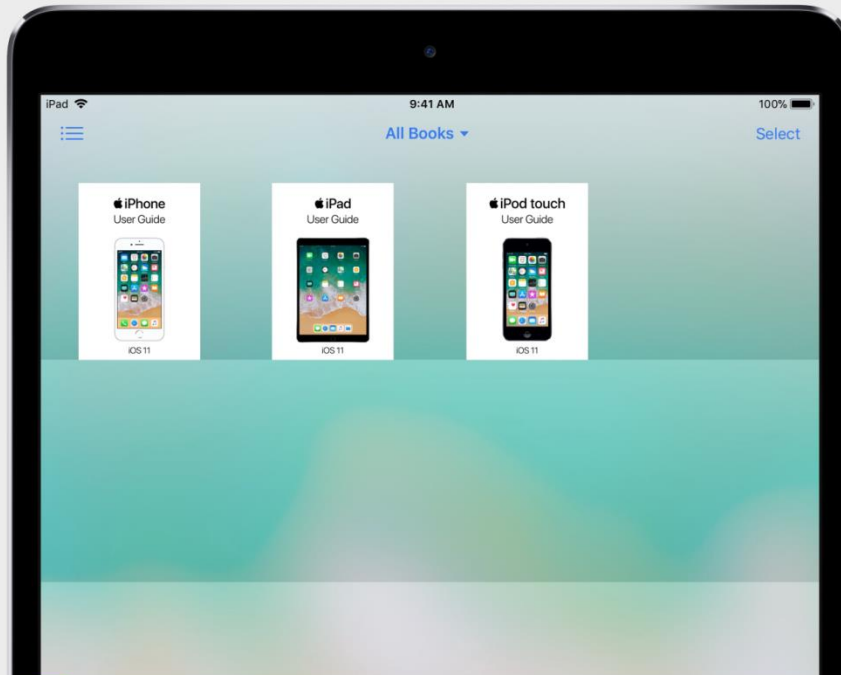
1. Tap Message icon 
2. Type Caf then hold the e for options
3. Slide to pick the one to use

11

## Type accented characters

Touch and hold a character to see alternatives. Slide to pick the one you want.





## Get the user guide

Learn everything you want to know about iPad — all in one place. The *iPad User Guide* is a free download in the iBooks Store.

[Go to the iBooks Store](#)

## User Guide

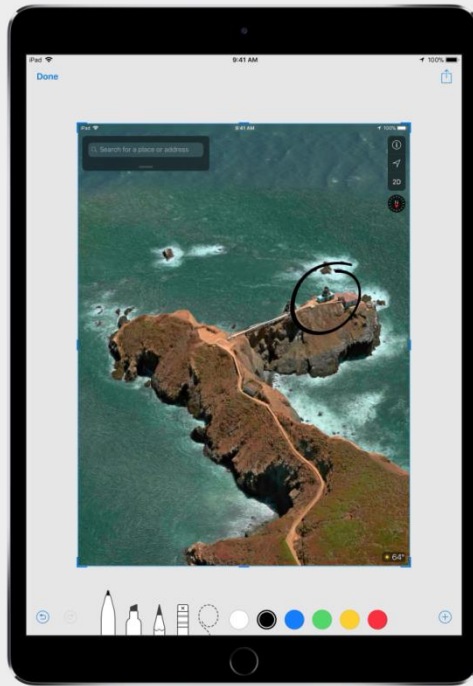
1. Tap the iBooks icon



2. Download the user Guide

FREE download in the  
iBooks Store





11

## Mark up a screenshot

Take a screenshot, then tap the thumbnail. Start drawing, or tap  $\oplus$  to add text, a magnifier, and more. To share the screenshot, tap

## Markup Screen Shot

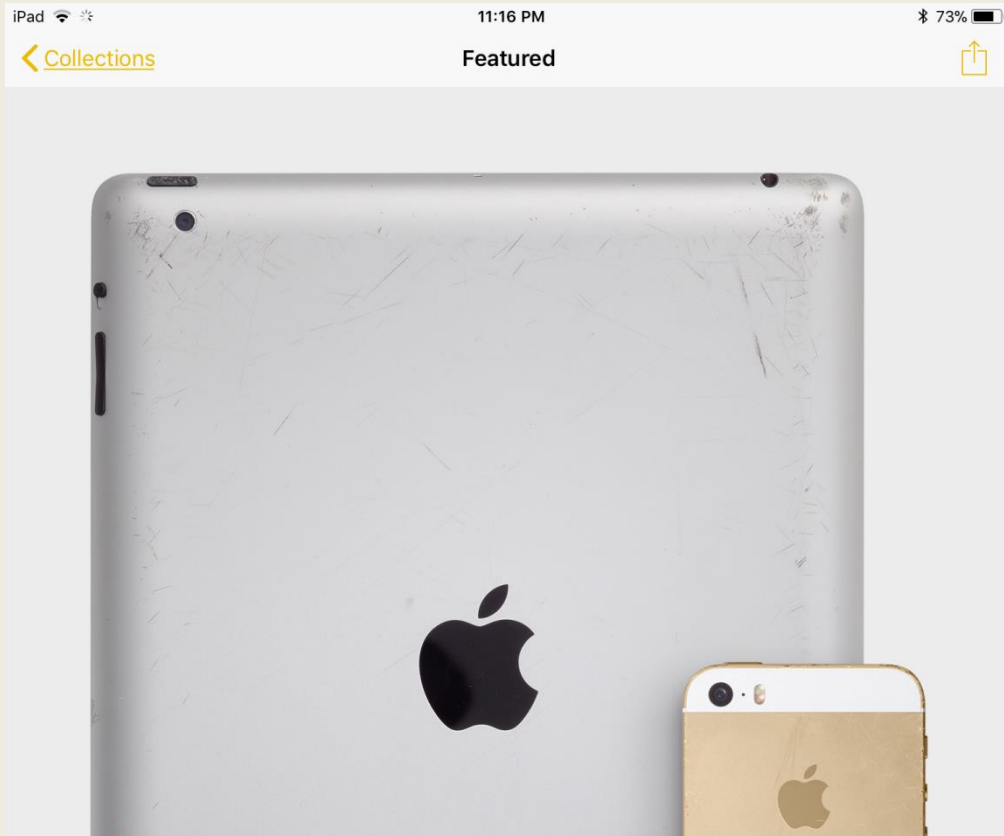
More from slide 1

### Take a selfie

1. Take a selfie photo
2. Take a screen shot of selfie photo
3. Tap the thumbnail
4. Then draw on the selfie

You can imessage your creation to family and friends.

**The FUN stuff**



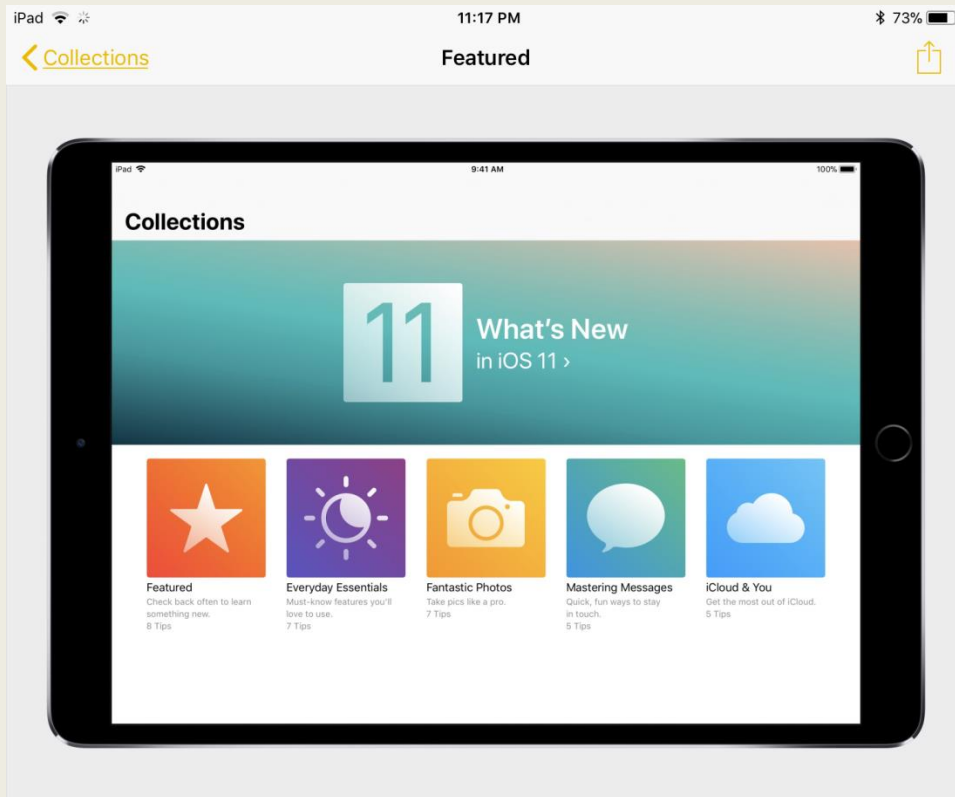
## Recycle

See the web site for why this is a good way to give up the device.

<https://www.apple.com/recycling/>

### Recycle your old iPad

Bring any Apple device to an Apple retail store — or arrange online to return it — and it will be refurbished or recycled. Learn about the options in your area at Apple's recycling website.



## Want more tips?

Tap Collections to browse our favorite tips for getting the most from iPad. And check back later for new tips.

# More

**Download the manual**

Tap the TIPS icon



For more tips and new tips

**Tips for iOS...**

<https://tips.apple.com/en-us/ios>

Get the manual to search  
the PDF file for help

# Resources

Web sites for more information and learning

## **Tips for IOS...**

<https://tips.apple.com/en-us/ios>

## **Screenshot help**

<https://support.apple.com/en-us/HT200289>

<https://ios.gadgethacks.com/how-to/18-tips-for-ios-11s-new-screenshot-tool-your-iphone-0178452/>

<https://www.imore.com/how-take-screenshot-iphone-or-ipad-ios-11>

<https://www.lifewire.com/ipad-tutorials-4102710>

<http://iosguides.net/ipad/ipad-get-started/>

<https://support.apple.com/ios>     Apple support

Check out the club forum page at -- <http://pick.boardhost.com/>

**What to do now?**

Not responsible for broken links – Pages come and go and get archived

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# Next Step



**“The computer says I need to upgrade my brain  
to be compatible with the new software.”**

helpful  
tips 